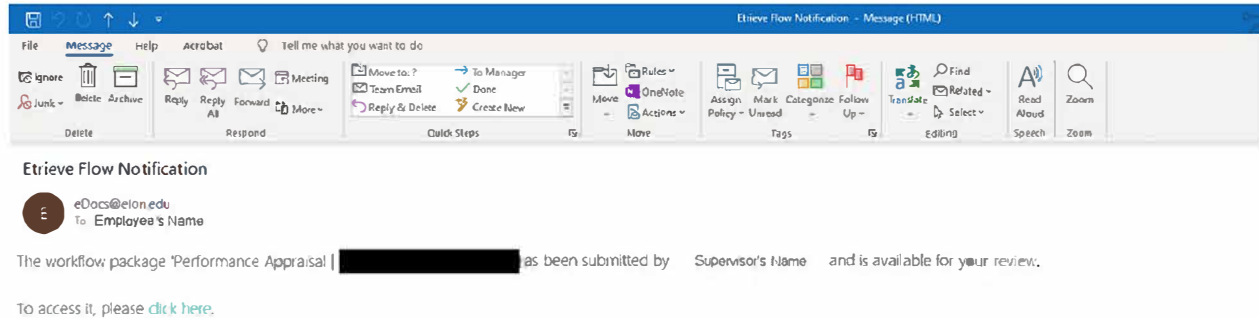
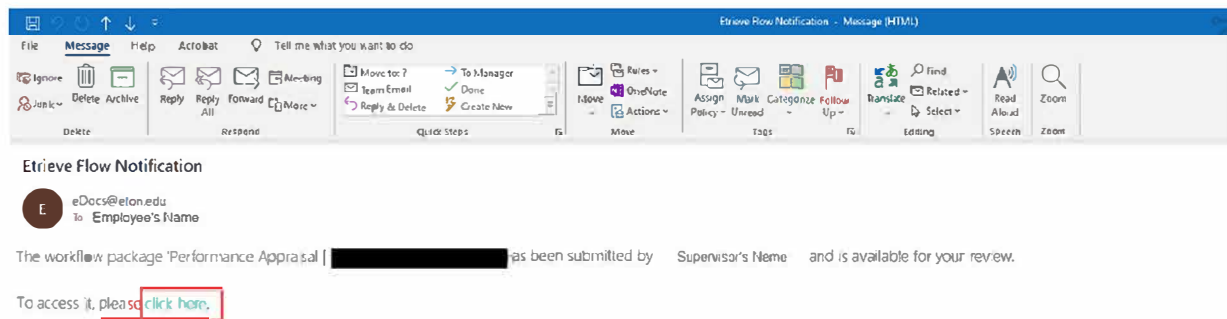


# Employee Guide for Electronic Appraisal

1.) The employee will receive an email from "eDocs@elon.edu". This is the notification that their supervisor has completed an appraisal and submitted it to the employee.



2.) The employee should click on the "Click here" link.



eDocs will launch and may require the employee to authenticate through SSO. Once completed, the appraisal will display.



## Staff Performance Appraisal

2023

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**Overview**

Performance appraisal is an important component of Elon's ongoing staff performance management process. Staff members and supervisors complete a performance appraisal at least once annually and are encouraged to conduct a mid-year review as well to contribute to open, ongoing communication and feedback.

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<b>Origination Date</b>	<b>Appraisal Period Begin Date</b>	<b>Appraisal Period End Date</b>
11/20/2023	01/01/2023	12/31/2023
<b>Staff Member's Name</b>	<b>Title</b>	
T.J. Bowie - 1695695		
<b>Supervisor Name</b>	<b>Supervisor Title</b>	
TJ Bowie		

**Is this Position Staff w/Faculty Rank?**

Yes  No

# Employee Guide for Electronic Appraisal

3.) The employee should read over the appraisal form paying attention to the ratings and comments for each competency and the updates for each goal.

## Competencies

Complete this section to assess the staff member's competencies as they relate to the current position. Select both a rating and include a detailed comment with the rationale for the rating.

### Job Knowledge

*Demonstrates functional expertise as it relates to the job. Strives for excellence. Asks relevant questions when uncertain. Shares information and knowledge with others. Proficient in methods, techniques, and equipment necessary to accomplish work.*

#### Rating

#### Comments

### Goal/Responsibility #5

### Completion

### Comments #5

4.) The discussion between the employee and the supervisor should occur and the staff member may discuss any clarifications they would like to see documented.

5.) The employee may also add Staff Member's Comments.

## Overall Rating

Please select an Overall Rating

### Supervisor Comments

### Staff Member's Comments

6.) The employee will then click on the Acknowledge button to initiate the workflow back to the supervisor.

Select next level Reviewer/Approver (optional)

Search by typing staff member's name.

Reviewing Dean's Signature or Additional Signature (if appropriate)

**Acknowledge** History Attachments Locked Download Print